

Custodial, Labor and Trades Branch
Refuse Collection Disposal Group
Disposal Series

SOLID WASTE LANDFILL ATTENDANT

01/97(TLW)

Summary

Under general supervision, collect disposal fees and monitor refuse disposal activities at designated landfill.

Typical Duties

Collect disposal fees at landfill gate and perform other routine cash handling duties. Involves: receiving money for payment of fees; returning correct change to customer; issuing payment receipts; balancing receipts and preparing reports of money received.

Monitors refuse disposal activities at landfill. Involves: recording license plate numbers of vehicles used to dispose of refuse at landfills; informing people how to obtain disposal permits; checking refuse disposal permits and recording their usage; informing people entering landfill where to unload refuse; ascending onto trucks to examine contents; informing people of refuse and debris that cannot be disposed of at the landfill; enforcing Federal, State and Local ordinances and rules and regulations concerning the disposal of refuse and debris at landfills.

Perform other duties as required. Involves; substituting, if assigned, for immediate supervisor during temporary absences by performing delegated duties and responsibilities sufficient to maintain continuity of normal operations and similarly performing any duties coworkers, if required; performing manual labor necessary for upkeep of landfill; receiving authorized training in landfill equipment, and operating such equipment under close supervision in the absence of regular operators.

Minimum Qualifications

Training and Experience: Graduation from high school or G.E.D. and one (1) year general work experience including cash handling; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Some knowledge of: general cashiering practices and procedures.

Ability to accurately perform arithmetic calculations; handle large sums of money; write legibly; understand principles of landfill utilization and impact of dangerous pollutants; learn and adhere to prescribed routine; understand and follow oral and written instructions; comply with uniform and safety practices and procedures; deal with the public tactfully and courteously; clearly express oneself orally; establish and maintain effective working relationships with fellow employees and the general public; keep records.

Skill in the safe operation of: cash register, calculator, typewriter, CRT, and other job related office equipment.

Physical Requirements: Frequent climbing upon and off of trucks, frequent exposure to hazardous and unpleasant working conditions, and work outdoors in all weather conditions.

Licenses and Certificates: Texas Class "C" Driver's License or equivalent from another state.

Director of Personnel

Department Head